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The University of Chicago

FOUNDED BY JOHN D. ROCKEFELLER

REPORT

OF

The Committee Appointed in November, 1914,  
to Investigate the Relations of Departmental  
Libraries in the University of Chicago

EDITED BY

J. C. M. HANSON

Secretary of the Committee

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UC SOUTHERN REGIONAL LIBRARY FACILITY





## PREFATORY NOTE

The co-ordination of Departmental Libraries with one another and with the General Library is a question more acute, perhaps, at the University of Chicago than elsewhere. Nevertheless the problems involved should be of interest to all large university libraries. Following the example of a similar committee of the University of Glasgow, the University of Chicago Committee has therefore decided to make the report of its investigations available in printed form. It is thought that not only members of the Faculty and administrative officers of the University of Chicago, but also officers of other universities and libraries confronted by similar conditions, may find the report of assistance. Particularly should the answers from the large university libraries to the list of questions sent out by the Committee prove of value for comparison and reference.

## REPORT OF COMMITTEE ON DEPARTMENTAL LIBRARIES

The establishment in 1892 of a considerable number of Departmental Libraries and their subsequent development without adequate co-ordination or central control of purchases, catalogues, classification systems, and rules had by 1914 led to a condition which clearly demanded the attention of the Board of Libraries.

After some discussion of the difficulties and problems involved, a Committee was appointed, consisting of the following: E. D. Burton, R. R. Bensley, H. G. Gale, C. H. Judd, J. M. Manly, E. T. Merrill, R. D. Salisbury, W. I. Thomas, and J. C. M. Hanson.

Certain suggestions were drawn up and submitted to the Committee, as follows:

1. Study the reports on Departmental Libraries, other data, and exhibits illustrating present conditions and tendencies, to be submitted by the Director and Associate Director of the Libraries.

2. Decide on principles to be followed in location—

- a) Of books on subjects of interest to several departments.

- b) Of books on a special subject of interest mainly to one department.

3. Consider whether it may not be advisable to adopt the principle followed in the great majority of other university libraries, viz., that books purchased on the appropriation or on the recommendation of a given department are not necessarily to be classified or shelved in the library of that department, but rather in the department with whose collections the work belongs according to its subject-matter. If this principle is not to be generally applied, shall it be adopted for departments housed in the Harper Group?

4. Decide where certain important classes or subclasses of interest to more than one department are to be located, e.g., Classical History and Topography, in Classics Library or History; History and Topography of Romance and Germanic countries, in History, Modern Languages, or Geography; Educational Psychology, Moral and Religious Education, in Harper or in Haskell; books on playgrounds and games, in Harper or in Haskell; Jewish History and Topography, in Harper or in Haskell; etc.

5. Draw up regulations governing the loan of books between the General Library and the departments, and between the Departmental Libraries.

6. Determine principles governing ordering of books on the same subject for more than one department. Examples are dictionaries, encyclopedias, and certain other books of reference.

7. Consider the advisability of permitting the loan of books not on reserve and not strictly reference books by the General Library to a Departmental Library subject to recall if wanted; also how far this loan may cover collections of books as well as individual works.

8. Consider the advisability of setting a limit to the size of a Departmental Library.

9. Consider whether a larger fund should not be provided for the purchase of important books, mainly those of general interest and too expensive to be purchased on the appropriation of any one department.

The Committee held its first meeting on November 21, 1914, with Dr. Burton, Director of the Libraries, in the chair, and Mr. Hanson, the Associate Director, acting as Secretary. A report on conditions in the Libraries was read which aimed to point out some of the more serious shortcomings of the present system.

It called attention, among other things, to the fact that the strong interest of the University from the beginning in research work, accompanied as it was by insufficient funds for the development of the Libraries, and inadequate general supervision had led to a disproportionate emphasis on purchase of books as compared with cataloguing, binding, arrangement, and preservation, to a disproportionate development of the Departmental Libraries as compared with the General Library, and to inadequate co-ordination of the former with one another and with the General Library. In particular some of the Departmental Libraries had acquired and were acquiring books outside their proper fields, books on the same subjects were found in several different libraries, sets of books remained incomplete, fragments of the same sets or series were found in different libraries, and books, especially serials or collections, of interest to several departments were often found, not in the General Library, but in some one Departmental Library. When to these conditions it is added that some Departmental Libraries had reached the limit of their space, it was evident that the time was ripe for some modification of the practice hitherto followed in respect to the purchase and distribution of books.

A large amount of illustrative material and detailed evidence was submitted without reading.

It was voted to send a list of questions to a short, selected list of libraries, with a view to drawing out their experience and judgment. Mr. Manly and Mr. Parker, the latter having taken the place of Mr. Judd on the Committee, were appointed with the secretary as a Subcommittee to draw up the questions.

The following letter was accordingly drafted and sent to each of twenty-four university libraries:

The undersigned, having been appointed a subcommittee of the Library Board of the University of Chicago to make some investigations with respect to the practice of universities in dealing with books in Departmental Libraries, beg to submit herewith a list of questions.



In explanation of our inclusion of certain points on which there should be little difference of opinion among American university librarians, we beg to state that the University of Chicago has since its organization in 1892 followed a plan somewhat different from that adhered to in most other universities. It has, for instance, assigned to Departmental Libraries nearly twenty-four twenty-fifths of the annual appropriations for books. Moreover, the books purchased on the appropriation of a given department have almost invariably been located in the library of that department regardless of subject, and, at any rate until the last year or so, with no other central record than the order card retained and filed in the General Library.

#### QUESTIONS

1. How many Departmental Libraries have you, and what is the approximate number of volumes in each of these libraries?

2. Is the allotment of books to Departmental Libraries under the control of the General Library or a Library Committee?

3. Are the book funds divided among departments, or kept under the control of the Central Library, or a Library Committee, and if under central control is a division of funds by subjects or classes made each year?

4. What rules have been adopted to govern the following points:

a) Withdrawal of books already on the shelves of the General Library for the use of a Departmental Library.

b) Transfer of publications from one Departmental Library to another.

If no rules have been adopted, state if possible how these matters are regulated.

5. Are the books placed in Departmental Libraries considered as a permanent deposit, or is it the practice to return them to the General Library at stated periods, or when they have presumably ceased to be of much use to the department, and is this a matter of General Library control, department control, or is it arranged by mutual agreement between the departments and the General Library?

6. In case a student or instructor in one department recommends a book which would properly be classified in some other department, is it customary for the department which recommends the book to pay for it out of its allotments, or is it charged against the allotment of the department to which the book falls by reason of its subject-matter or classification; and, if the latter holds, must the librarian secure the permission of the department against whose allotment the book is charged before purchase can be made?

7. If the allotment is controlled by a department, are the books purchased on recommendation of that department placed in the Departmental Library, even though by their subject-matter they may belong more properly in another Departmental Library or in the Central Library?

8. Do you permit different editions of the same book, or different books on exactly the same subject, or the same phase of the same subject, to be placed in different libraries? Similarly, are different volumes of the same work, e.g., of regular periodicals, or the reports of some learned society, separated and placed in different libraries?

9. Is there any arbitrary limit to the size of a given Departmental Library, or is it a matter regulated by space and funds available; and does the authority for such regulation rest with the department itself, the Library Board, or the General Library?

10. How far are students of one department, particularly undergraduates, allowed to consult the library of another department?

11. Are the books in Departmental Libraries represented in the catalogues of the Central Library, and, if so, how far, e.g., in the author catalogue, subject catalogue, shelf-lists?

12. Are books in the various Departmental Libraries classified on a uniform system, and does that system conform to the one adopted for the General Library?

13. Are Departmental Libraries officered by regular trained assistants or by student help?

14. Are your regulations governing purchase of books and organization of Departmental Libraries available for distribution? The Committee would in that case respectfully request that a copy be returned with this questionnaire.

J. M. MANLY

S. C. PARKER

J. C. M. HANSON

Of the twenty-four libraries to which letters were addressed, only one, the University of Wisconsin Library, failed to answer. This institution has so far not been seriously hampered by Departmental Library problems. Its book resources are, with a few well-defined exceptions, kept together in the Central Library. For this reason the library authorities may have deemed it unnecessary to make a statement.

Many of the answers received indicated that the term "Departmental Libraries" was by no means given the same interpretation in all institutions. In some cases it was made to include large professional libraries, such as those of the Law School and the Divinity and Medical schools, as well as minor collections of fifty to one hundred volumes kept in laboratories or seminars. Most of the answers, however, attempted to differentiate between large and permanent collections installed for use of schools, departments, or groups of departments, and minor collections of more or less temporary character kept in laboratories and seminar rooms.

At the University of Chicago the term "Departmental Libraries" has been used to cover collections of books and pamphlets purchased or otherwise acquired by the University but assigned to a Departmental Library. At present it holds more particularly for the departments whose libraries are not housed in the Central Library building, i.e., Psychology, Physics, Chemistry, Astronomy and Mathematics, Biology, Geology and Geography, Classics, Divinity, Law, Education.

The books of the Departmental Libraries of Philosophy, History, Sociology, Political Economy, Political Science, Modern Languages and Literatures, and the old General Library are now gradually being merged into one central collection. This, in spite of the fact that Departmental Reading-Rooms, each with its own attendant, reference collection, and author catalogue, are still kept up, tends to reduce materially the difficulties and expense of administration as far as these departments are concerned. The report applies, therefore, more specially to the first group of Departmental Libraries mentioned above.

Some of the responses received were accompanied by suggestive explanations of special conditions existing in particular universities, and copies of the rules and regulations so far adopted for the control of the Departmental Libraries. Extracts from these communications are included here, as they serve to throw light on the situation with reference to Departmental Libraries at given institutions and also to illustrate the differing applications of the term "Departmental Libraries." Besides, a brief résumé or survey of the rulings and practices adopted by some of the leading universities for the control of such departmental collections should prove useful for reference.



From Mr. Louis N. Wilson, Librarian, Clark University Library:

Our whole Library policy differs so radically from your list of questions that I think it best to write you what we do here rather than to attempt to answer the questions. . . .

We have no departmental libraries, but we have a separate library for undergraduates administered in just the same way as is the University Library, which it adjoins although in a separate building. The College Library has its own card catalogue, and duplicates of these cards are filed in the main catalogue in the University Library with the word "College" stamped upon them. The two libraries are under one head and assistants and books are interchangeable. All books are catalogued and cards made in the one cataloguing room in the University Library. Books kept in the College Library (about 12,000 volumes) are such as are needed for undergraduate courses and may be taken out freely by either college or university students, but the college students may use the University Library only for reference purposes. . . .

The departments of Physics, Chemistry, and Psychology have each a small collection of books used as laboratory material and bought by the Library. These collections are not to exceed 200 volumes in any one case and must all be duplicates of books in the University Library. The Library buys, catalogues, marks these books, and checks them up once a year. Beyond this we have no control over them.

The Librarian makes out his budget each year after consultation with the President. It goes before the Board of Trustees and is acted upon by them. All expenditures rest with the Librarian absolutely. There is no division of book funds by departments. All requests for books and journals are made to the Librarian. He, of course, keeps a record of the books bought for each department and when he thinks a department has expended as much as in his judgment seems wise he confers with the head of that department. Should any difference of opinion arise the matter is referred to the President, just as any difficulty arising between departments naturally would be referred.

Suggestions for purchase of books are received from Faculty and students alike, but all books are classified according to library regulations and irrespective of the source of the order for their purchase.

This has all worked admirably with us and the relations between the Library and all departments of the University and College are excellent. The Library is looked upon as the heart of the whole institution and its chief asset. There is a Library Committee, but it meets only when called by the Librarian. It has not met for over four years.

From W. C. Lane, Librarian, Harvard College Library:

. . . . The words "department" and "departmental" get rather hard use in college affairs. With us, the term is applied both to the larger divisions of the University, including professional schools and scientific institutions, and also to the divisions of the Faculty of Arts and Sciences, so that we have libraries which belong to the professional schools and scientific institutions which we call *departmental* libraries, and we have *special libraries* which serve the needs of different departments of the College. We also speak of dividing up the book income of the College Library among different departments, but this applies solely to purchases for the central library, and means that the selection of books is controlled by committees in each department. It has no relation either to the departmental or to the special libraries.

From A. C. Coolidge, Director of the Library of Harvard University:

The present system of the Harvard Library is such that it is impossible to answer many of the questions contained in the circular sent by the University of Chicago, and there is no list of the regulations. It will perhaps be helpful if a general statement is made describing existing conditions. Two fundamental

things must be remembered in this connection. First, that the organization today represents not so much an ideal theoretical system as an attempt to improve and co-ordinate conditions that have grown up in the course of long years; and second, that the various divisions of the Harvard University Library with few exceptions receive nothing from the general funds for the purchase of books. Each particular branch has had its own financial and other history. Its growth has been usually due to the efforts and often the generosity of some particular group of men or even a single person, and it is therefore inclined to resent control in the expenditure of its funds. The latest edition of the Harvard statutes of the University declares:

"The University Library consists of all the collections of books in the possession of the University. The Director of the University Library is appointed during pleasure by the Corporation with the consent of the Overseers. He shall be, *ex officio*, Chairman of the Council of the College Library; shall visit and inspect the Law, Medical, and other libraries and be *ex officio* a member of their administrative committees, and their Librarians shall annually make a report to him. Librarians and Assistant Librarians are appointed by the Corporation with the consent of the Overseers, without express limitation of term of service; they are under the same liability of removal as other officers of instruction and administration.

"The general control and oversight of the Law and Medical libraries is committed to the Faculties of those schools respectively, to be administered in each case by a committee of the Faculty; the Faculty or committee making rules for the administration of the Library and directing the purchase of books to the extent of the funds applicable to that purpose.

"The central collection, known as the Harvard College Library, is for the use of the whole University. With it are included for administrative purposes the special libraries. Its privileges are also granted, under special regulations, to persons not connected with the University. The general control and oversight is committed to a council consisting of a Chairman, and six other persons, appointed annually by the Corporation, with the consent of the Overseers. Any vacancy occurring in the Council is filled in the same manner for the unexpired portion of the term. It is the duty of the Council to make rules for the administration of the College Library and to apportion the funds applicable to the purchase of books. Subject to the direction of the Chairman of the Council, the Librarian has the care and custody of the College Library, superintending its internal administration, enforcing the rules, and conducting the correspondence."

The only official link of the whole University Library short of the President and Fellows is the Director. The position is a newly created one and its possibilities are not yet fully developed. The Director is also Chairman of the Council of the College Library. It is part of the duty of the Director to bring about greater co-operation between the different libraries, to facilitate transfers of books from one to another, and to diminish the duplication due to their independent purchases. There is room for improvement in this respect, but it will have to be reached gradually. The departmental libraries, eleven in number, with a total of 350,439 volumes and 219,311 pamphlets, have practically complete autonomy. They order, purchase, handle, and catalogue their own books, and deal directly with the financial authorities of the University. Some of them are subject to faculty committees, others to directors of museums and laboratories. The special libraries, thirty-eight in number, with a total of 79,901 volumes, are regarded as parts of the College Library, though some of them have great independence of administration. All their book purchases, however, have to be made through the central library and their bills are not honored by the bursar without its approval. This means a certain control and a right of veto, which, however, is rarely exercised in face of reasonable demand. The various libraries differ from each other greatly in nature and importance. Some have attendants paid by the central library; others pay for their own attendant or have none. Some contain chiefly works not in the central collection; others are nothing but working collections, sometimes with many copies of one book. The rules as to their use vary widely. In general, in neither the departmental nor the special libraries



are books lent out as freely to students as in the central library. In some no volumes can be taken away at all. These special libraries have been scattered in various buildings. A number of them will find place in the new Harry Elkins Widener Memorial Library or building and this will doubtless affect their administration. Most of them and especially the scientific ones have tended to ask for the deposit or transfer of books from the central collection. This demand has been only sparingly yielded to and where periodicals have been turned over to them they have been expected to keep them up thereafter from their own funds.

The Library Council of the College Library divides up annually the available funds for the purchase of books for the central collection. They are distributed among a large number of different subjects, but often not in a manner proportionate to their importance. These funds do not come from a grant from the University. They represent the income of various gifts and bequests, many of which have been for special purposes. This limits greatly the freedom of the Council in allotting them fairly. For each subject the Council appoints a committee which shall have charge of selecting or approving the books purchased, except in cases where a department delegates its powers in this respect to one member. The accessions department of the library looks after works of general reference, obvious gaps, special gifts, etc.

From P. L. Windsor, Librarian, University of Illinois Library:

. . . . It is quite probable that when our new library building is erected provision will be made in that building for certain of the collections now known by us as departmental libraries. It is quite likely that in that library building quarters more or less distinct will be assigned to various departments so that they will have facilities for study somewhat similar to the facilities they now enjoy but improved by the better service incident to their proximity to related subjects. Better library service can probably be given in a building of this sort than with the collections separated as widely as ours are now.

I doubt if all our departmental libraries will be brought into that new building, but I confidently expect a good many to come in.

From C. H. Gould, University Librarian, McGill University:

. . . . Like your own Library—although in quite a different way—our Library seems to be rather individual in its treatment of the question of Departmental Libraries. Hence it has been difficult to answer some of your questions categorically: if I had done so, some of the replies would have been misleading. On this account, I have written a much longer series of replies than I fear you will care to have.

Before answering the questions, I ought perhaps to say that the present aim of our Departments, quite as much as of our General Library, is to confine the books in a Departmental Library strictly to those which are in steady demand for the work of the Department; but with full co-operation between the General Library and the Departments to make changes in any, or all, selections; whenever a change seems desirable.

Our present regulations have been in force for not much more than three years, though they are merely modifications of our earlier practice. Our Departmental Libraries have been much reduced in size within the last seven years. During that time one Departmental Library of about 3,000 volumes has been limited to 1,000 as a maximum; and another of about 1,800 volumes entirely returned to the General Library, with the exception of about 75 volumes of strictly working books. A third, which used to contain not quite 500 volumes, chiefly of journals, which were varied from time to time on the request of the head of the department, has been, almost to a volume, returned to the General Library; and since your "questionnaire" arrived we have returned to the General Library a fourth collection of about 1,000 volumes, of which not over 100 will be retained in the building. The room which has hitherto been used for a Departmental

Library, and which has accommodation for three or four thousand volumes, is to be used merely as a reading-room for the current periodicals in which the Departments are interested.

You can see, therefore, that we have been growing in a rather unusual direction. But thus far—that is, during the last seven years—there has been absolutely no request from the Departments to change their, and our, common policy.

Our general theory, without having crystallized into a rule, is that Departments are to be treated by the General Library as nearly as possible like individuals; that all should receive every consideration, but that none should be permitted to impose upon others. Sometimes, I must confess, this theory does not absolutely square with practice.

From H. O. Severance, Librarian, University of Missouri:

#### A STATEMENT OF POLICY CONCERNING BRANCH LIBRARIES AND LABORATORY COLLECTIONS

##### A. ADMINISTRATION

The policy of the University library is to centralize its work. When the library has been established in its new building, the accommodation for readers will be so greatly increased that there will be less need of large departmental collections. With the increased stack facilities and with ample provision for the comfort and convenience of teachers and students pursuing graduate work, there will no longer exist the same necessity for large collections in the separate buildings. The service in the main library where there is a corps of trained assistants will be more efficient than the service can possibly be in a branch library. It will be conceded however, that a small collection of books in a laboratory is not only a convenience but also a necessity for the accomplishment of results under the most favorable conditions.

From the point of view of administration, these outside collections may be divided into (1) branch or departmental libraries, and (2) laboratory collections. Of the branch libraries there are four: the Agricultural, Engineering, Law, and Medical libraries. Of the laboratory collections there are seven: collections in the laboratories of Biology, Chemistry, Agricultural Chemistry, Dairy, Observatory, Geology, and Veterinary Science.

1. *Branch libraries.*—The branch libraries are under the direct supervision of the University librarian. They are located in the buildings of the several schools for the convenience of special groups of readers. The assistants in charge of these libraries are appointed upon the recommendation of the librarian after consulting with the Deans and the President. They are responsible to him alone in the discharge of their official duties. The regulations governing the use of books in the main library have been extended with few modifications to the branches. It is just as essential that "reserved books" be returned on time to the branch as it is to the main library. It would be an unjust discrimination to allow students in the engineering and law schools, for instance, to evade the fine-regulation which is imposed on students using the main library.

These libraries are open to teachers and students at stated hours daily. Keys to these collections will not be issued to teachers nor to students. The assistants in charge of the libraries will have keys. So also will the janitors of the buildings in which the libraries are located, so that they may enter to clean, but they will not be allowed to open the library for other purposes. This regulation may seem arbitrary, but experience shows that it is wise. The assistant in charge of a branch library cannot be held for the loss of books and the withdrawal of books without record when other men have keys to the library in his charge.

2. *Laboratory collections.*—The professor in charge of the laboratory assumes responsibility for the collection of books deposited therein. Books in the laboratories which may be lost are to be replaced from laboratory funds. In theory,



only books of reference needed in the laboratory courses are shelved there. Consequently books in these collections are not for circulation. In cases where they are circulated, they should be loaned under the rules governing the circulation of books in the main library.

#### B. BOOKS IN BRANCH LIBRARIES AND IN LABORATORIES

Books which are needed for classes in two or more divisions of the University should be located in the central or main library. It is a wrong assumption to conclude that every book purchased by a professor in the engineering school will be assigned to the engineering library. Nor would it be wise for a professor of law to conclude that every book requested by him for purchase would be shelved in the law library unless his requests were confined strictly to legal literature. Books on the bungalow have been purchased on the engineering, agriculture, and general library funds. Should they be shelved in three different places? or should they be shelved in the main library so that a reader will find all of the books in one place? For the new course in rural economics offered in the College of Agriculture, the library has purchased books on at least ten different though allied subjects, every one of which was represented in our library. The new books therefore were additions to the literature already classed. Those on subjects not strictly agricultural were placed in the main library.

The treatment of chemical journals illustrates the same policy. These were shelved in four different buildings not accessible at night. These journals were used constantly by teachers and students in medicine, in agricultural chemistry, general chemistry, biology, home economics, and dairying. These were brought together in the general library, where they are easily accessible to all readers from 8:00 A.M. to 10:00 P.M.

The librarian does not recognize a departmental ownership of books. They all belong to the University. If a book, or a set of books, can be of greater use in one place than in another, it should be placed where it can serve the greatest number. When classes in the College of Agriculture are pursuing work which requires the books which are shelved in the general library, the books are sent temporarily to the agricultural library for their use, provided they are not being used in the general library. If the classes in the College of Arts need books in the branch libraries for their use, the books are borrowed and placed on the reserve shelves of the main library.

The duplication of inexpensive books for the use of classes is quite general. This principle may be applied to the branches. Copies are needed in the main library, also in the branch at the same time. Duplication is therefore advisable. This cannot be carried to any extent until the library secures a much larger appropriation than it now receives. At present our rule is not to duplicate books for the branch libraries. The copy in the main library can be borrowed for temporary use. If one copy will not supply the needs, a second or a third will be purchased.

The branch libraries and the collections in laboratories, in theory, are temporary working collections. All books not used during the year should be returned to the main library for permanent shelving. The medical and the agricultural libraries are overcrowded, a condition which necessitates the removal of the less used books to the central library.

#### C. IN GENERAL

The mechanical preparation of the books for all the libraries is done in the main library. All books must therefore pass through the main library for plating, pocketing, accessioning, and cataloguing. Consequently all gifts of books should be sent here. All requests for books to be secured by solicitation and by purchase should be sent to the librarian. All subscriptions to periodicals are made by him. All requests for books to be transferred from the main library to the branch and vice versa should be sent to him.

The assistants in the branch libraries are working under the instructions of the librarian. Any complaints about the service should be made to the librarian.

From the University of Nebraska Library:

#### RULES FOR ADMINISTRATION OF THE DEPARTMENTAL LIBRARIES

1. In the administration of the University library, the Library Board recognizes the existence of departmental libraries in the different branches of pure and applied sciences, though insisting, even among these branches, upon the union of libraries on related subjects whenever possible, as has been accomplished by uniting the collections on civil, mechanical, and electrical engineering and mathematics in one departmental library, the collections on agriculture, horticulture, animal husbandry, dairy husbandry, in one departmental library, and as would be secured by the highly desirable union of the three libraries on botany, zoology, and entomology, now apart.

2. The general oversight and supervision of all departmental libraries shall be with the library board through the University librarian. All orders for books and periodicals must be submitted to the librarian, who shall have discretion in the matter of duplicating books for different libraries. Only books bearing directly on the subject included in any departmental library shall be assigned thereto. All details of classification, cataloguing, binding, and technical administration shall be in charge of the librarian, who shall also take a careful annual inventory of every departmental library and report results to each department concerned.

3. As the University library grows, it will become increasingly impossible to place in the departmental libraries all the resources of the library on the subjects covered by them, and for the following reasons the departmental libraries will, as time passes, more and more become working collections and the central library will come to contain the less frequently used books on all subjects.

a) The inevitable pressure for space at the departmental libraries.

b) The fact that all periodicals, publications of learned societies and institutions which include material on more than one scientific subject—for example, *Nature*, the *American Naturalist*, *Philosophical Transactions* of the Royal Society—cannot be properly shelved in any departmental library, and will therefore come to form a general scientific reference collection in the central library.

c) The matter of the largest measure of safety to valuable books.

4. The Library Board believes that the books on classical history and literature are too intimately related to the subjects of general history and literature, philosophy and art, to be separated appropriately from the general library and that the library policy relating to the classical library shall be to confine it mainly to the editions of, and textual commentaries on, the classic writers and such general reference books as are indispensable in their study.

5. It is the policy of the University library to provide suitable attendants for all departmental libraries (as is now done at the Engineering libraries, the Agricultural library, and the Law library) as fast as library finances will permit, but when it is impossible to provide a regular library attendant, each departmental library shall be in charge, under the direction and supervision of the University librarian, of a member of the regular staff of the department interested, who shall be nominated by the head of such department to the Library Board. This attendant shall be paid by the nominating department and shall be strictly responsible for the maintenance of accurate shelf arrangement of the books, for the care of the unbound periodicals sent to each departmental library, for their presence in the library room when not actually in use, for such oversight of the books as shall keep all of them on the shelves in the library room when not actually in use, and for the keeping of as complete and accurate a record as possible of their whereabouts when in use by members of the department or students either in laboratories or elsewhere.

6. Lending books. All books belonging to any of the departmental libraries are primarily for use on the campus, and their removal to the homes of members of the faculty should be kept at a minimum, and then only for time actually in use. It is not the proper function of the University library to provide in any degree a private library for members of the teaching force. There is no provision for student-borrowing from departmental libraries. The departmental



libraries are consulting libraries only and should be accessible at stated periods each day.

7. Suitable shelving for departmental libraries shall be provided at the cost of the department concerned, but upon plans and directions furnished by the University librarian, and when in the judgment of the librarian suitable and adequate shelfroom shall not be available in any library, he shall so notify the head of the department having charge of the library, and, until further sufficient and suitable shelving be provided, the librarian may hold at the central library all future books for such departmental libraries. Provided, however, that if the head of any department having such library in charge shall deem it impossible or undesirable to provide more shelving, he may, in order to make room for more books, return to the central library such other books from his library as he may select.

From the University of Toronto Library:

RESOLVED, That any periodicals and works of reference, not likely to be required except by the teachers and students in the Department of . . . . . may be removed to the building occupied by that Department and kept there, subject to recall at any time by the Librarian; the limit and number of volumes so transferred to be determined by the Librarian.

#### A LATER RESOLUTION

RESOLVED, That the rule hitherto observed be re-affirmed, namely, that only such volumes as in the discretion of the Librarian are not likely to be required except by the teachers and students engaged in laboratory or other work in any Department may be transferred to the keeping of that Department, and that any volumes so transferred may be recalled at any time to the Main Library by the Librarian at his discretion.

From W. E. Henry, Librarian, University of Washington Library, Seattle:

If I may make an explanation of certain conditions that prevail in the University of Washington, it will serve as a key to the replies to many of the questions, and thus make possible much briefer replies and save repetitions.

1. Many years ago the matter of department libraries was "fought out" within the faculty and the conclusion was reached that such libraries should not exist in the institution.

2. It has been agreed, however, that any department as such may borrow for the semester or for the college year from the general library such books as are needed rather continuously by the department, but these must be returned to the general library at the end of the loan period. So, many departments have each a few books kept in the professor's office or in the lecture-room under the jurisdiction of the professor.

3. We are recently encouraging the growth in a few of the chief recitation buildings of what we call for lack of a better name "Branch Libraries." They take that form in administration and each branch serves all the departments working in the building where the branch library is housed. With us that is likely to include from two to five departments. In short, the branch library is the consolidation of several department libraries combined and has this advantage—several departmental libraries combined in a branch are much more economical of administration as one than as many. Someone under direction of the central library is always in charge of the branch, whereas we could not have someone in charge of each of the several departments.

4. Our book funds are apportioned chiefly to departments, and such books as the departments desire are purchased within the limit of the funds. All purchases are made, however, through the central library, and all classification and cataloguing done there. The books purchased by department funds may be

taken to the branch library through which the department is served if the head of the department so desires.

Most of our professors except those in the natural sciences prefer to have their books in the general library, as there is always better service there.

From Yale University Library, *Report of the Librarian, 1913-1914*:

With the erection of laboratories for research in various sciences, the buildings in many cases at a considerable distance from the University Library, the difficulty of harmonizing various interests as affected by the location of the books concerned has become very great.

The officers of the University whose work centers in the Osborn Memorial Laboratories, a full half-mile from the University Library, have urged the Library Committee to make a wholesale transfer of biological and especially zoological publications from the central library to their laboratories. The question was seriously considered by the Committee in conference with the officers concerned, and it was decided that the long-established policy of maintaining a central University Library should be maintained. The Committee recognized fully the disadvantage those labor under who carry on their work in laboratories at some distance from the University Library, and will gladly co-operate in building up working libraries in the laboratories, depositing in them such duplicates as can be spared, and encouraging donors to supply the means of enlarging such collections. The central Library can do much by helping in the administration of such special collections.

A wholesale transfer of publications in a particular field would, on the other hand, involve disastrous consequences. A list of serial publications specially desired by the Osborn Laboratories was drawn up and circulated among the instructors in biology as well as in allied sciences. The result showed that most of those interested in biology and all interested in the allied fields wished that most of the publications in question should be preserved intact in the central library. Moreover, those publications not specially desired by the others were also of less importance to the biologists. A large majority of those consulted strongly urged the continuance of the policy to which the Committee adhered.

Those familiar with the use made of our large collections know how difficult it is to foretell the kind of demands made from various directions. In the above census, one important serial, specially desired for laboratory purposes by the biologists, is frequently consulted by an investigator in the social sciences. Its removal to the laboratory would greatly inconvenience him. To indicate the variety of approach to any given material, it may be added that among the publications specially desired by the paleontologists is the *Deutsche Monatsschrift für Zahnheilkunde*, though none has suggested that this dental journal should be classified with the paleontological collections or transferred to the Peabody Museum.

While granting the necessity of a working library in direct connection with each laboratory, much can be said in favor of encouraging the investigators in special lines to extend their work to include the large collections in the University Library. The display of current journals in a small number of large divisions, as is done in our Periodical Reading-Room, offers the necessary opportunity of familiarizing oneself with the progress made in kindred lines of study. Furthermore, many publications cover a number of sciences, such as the publications of the learned societies, which form one important section of our Library. These could not be transferred to laboratories or museums without crippling the work of a large number of investigators. Such publications are costly, and could hardly be acquired in duplicate.

The transfer of material to the departmental libraries also involves a serious difficulty, in that the latter are generally closed during the long vacations, are not open as many hours a day during term-time, and must necessarily suffer from inadequate supervision. Finally, such a transfer of material, when begun in one direction, must necessarily be followed by a similar transfer of other material to the other laboratories and departments concerned. The resulting confusion can hardly be imagined.



## QUESTIONS AND ANSWERS

1. Number of Departmental Libraries and approximate number of volumes in same.

University	Number of Departmental Libraries	Number of Volumes
Brown.....	20	1,500
California.....	40	18,000?
Clark.....	No Departmental Libraries.	Special collections in Physics, Chemistry, and Psychology, not to exceed 200 volumes each and to consist of duplicates of books in Central Library
Columbia.....	40*	200,000
Cornell.....	14	30 to 7,400
	(Has in addition some semi-nary collections)	
Harvard.....	11 Departmental or Professional Libraries	350,439 and 219,311 pamphlets
	38 Special Libraries	79,901
Illinois.....	15	141,650
Indiana.....	15	Varies from a few hundred to 7,000 volumes in the College of Law
Iowa.....	22	300 to 8,000, average about 3,000
Johns Hopkins.....	13	
	(In which are kept most of the books owned by the University. A number of these libraries are now located in the new Library Building, the reading-room of which has a general reference collection of 40,000 volumes. The library system is in reality a federation of Departmental Libraries, with one General Library of 40,000 volumes)	
Leland Stanford Junior	41	From a few hundred to 40,000, as in the case of the Lane Medical Library in San Francisco
McGill.....	6	150 to 1,500
Michigan.....	4	83,000
Minnesota.....	Has a number of departmental collections	Number of volumes not ascertained
Missouri.....	4	41,000
	(Has in addition several small laboratory collections)	
Nebraska.....	10	36,200
Northwestern.....	Because of crowded conditions in the Central Library, a number of books are sent to departments and laboratories. There are three large Departmental Libraries, Engineering, Music, and Commerce, all under General Library control	
Ohio.....	46	10,101
Pennsylvania.....	13	37,741
	and 16 seminar collections	18,139
Princeton.....	7 Departmental and 11 Seminar Libraries	Average 3,000 each
Texas.....	6	200 to 2,000
Toronto.....	27	50 to 1,700
Washington.....	By decision of the Faculty there are to be no Departmental Libraries. Any department, however, may borrow from the General Library for a semester or college year books continuously needed in the department. Instead of Departmental Libraries, Branch Libraries are placed in various buildings. Each Branch Library represents a consolidation of several Departmental Libraries	
Yale.....	Total number of books in Departmental Libraries about 200,000 (Yale has a number of Special Libraries with special endowments. Some of them are administered by the University Library; others are independent of the latter; still others co-operate with the University Library. The tendency is toward central administration of all. There is no Departmental Library consisting of books withdrawn from the University Library. The latter remains intact)	

\* There are 40 departmental reading-rooms.

2. Are books assigned to Departmental Libraries by the Library authorities or by a Library Committee of the Faculty?

*Brown.*—Library Committee.

*California.*—Certain books bought on funds of a department are controlled by it, others are deposited permanently or temporarily by the General Library and are subject to recall and control by the University Librarian.

*Clark.*—Assignment is under direction of the Librarian in consultation with the department. In case of difference of opinion the President decides.

*Columbia.*—Under control of a Faculty Library Council, of which the Librarian is the Secretary.

*Cornell.*—Librarian in consultation with the department.

*Harvard.*—There is no allotment of books. Each professional school has its own funds independent of the General Library and therefore controls its own books. The Special Libraries are in part controlled by the Central Library.

*Illinois.*—University Librarian in consultation with the department, and in certain cases with the Library Committee.

*Indiana.*—Mainly under control of the departments.

*Iowa.*—Under control of the University Librarian.

*Johns Hopkins.*—A Library Committee, of which the Librarian is Secretary, exercises control. Certain special funds are controlled directly by the departments.

*Leland Stanford Junior.*—Under control of the General Library.

*McGill.*—Library Committee which acts through the Librarian in consultation with the department. (Special endowments spent according to terms of the gifts.)

*Michigan.*—Under Library Committee of the Literary Faculty, except Law and Engineering, to which allotment is made by the Board of Regents.

*Minnesota.*—Library Committee.

*Missouri.*—General Library.

*Nebraska.*—University Library.

*Northwestern.*—General Library.

*Ohio.*—Library Council in consultation with the Librarian and Head of the Department.

*Pennsylvania.*—General Library, except Law, which has its own organization.

*Princeton.*—Under control of the General Library.

*Texas.*—It is the practice to send books bought on School funds to the Schools on request of the Head of the School, provided that it has a Departmental Library.

*Toronto.*—Library Committee of the General Library.

*Washington.*—Allotment to branches determined by whether or not the book is purchased from a departmental fund and whether the Head of the Department desires it to be in the branch library.

*Yale.*—University Librarian and Library Committee.

3. Book Funds—How Divided and Allotted.

*Brown University.*—Under central control, allotted by subjects or classes each year.



*California.*—Funds allotted for each department in the annual budget. A department cannot share in the funds of the Central Library. The general book fund of the Central Library is each year divided among the various subjects.

*Clark University.*—Budget made out by the Librarian each year in consultation with the President. Acted upon by the Board of Trustees. The expenditure rests with the Librarian and there is no division of funds by departments.

*Columbia University.*—Under control of the Central Library. Allotment by subjects is made each year.

*Cornell.*—Controlled by Library Council so far as not made from endowments specifically devoted to certain subjects or departments. The book funds of the General Library are not allotted to departments, but to subjects, the allotments being made at the beginning of each university year.

*Harvard University.*—The book fund of the Harvard College Library is apportioned each year to different subjects. This does not concern the department or professional libraries, which have their own special funds (Law School, Medical School, etc.).

*Illinois.*—A general fund is assigned to various collections, departments, etc., in the following manner: First, by the Senate Library Committee making up a schedule of assignments for the year based on the needs of the various departments or collections. Secondly, this assignment goes with recommendation of the Library Committee to the Committee on Apportionment of Library Funds, consisting of the Deans of the Colleges, the President of the University, and the Librarian. This Committee acts upon the recommended assignments and makes any changes which its members think best; assignments as finally approved by this Committee are the assignments that are in effect.

*Indiana.*—Funds divided among the departments by the Board of Trustees on recommendation of the departments.

*Iowa.*—Funds are not divided among the different departments. The head of each department understands that he is to submit cards for all books wanted, having in mind the real need of the department rather than the amount of money available. These orders are placed as far as the appropriation allows, always taking care that the expenditures for any one department do not reach an unreasonable amount. If any department is not satisfied with the Librarian's decision on this point, an appeal to the Library Board is possible, but such an appeal has never been made. The strong features of the plan are that departments do not buy books simply to save an appropriation, but because they need them, and that the department can plan its purchases more satisfactorily.

*Johns Hopkins University.*—The general fund is under the control of the Library Committee.

*Leland Stanford Junior.*—The Library Committee decides each year on the maximum that orders originating in the departments may aggregate.

*McGill University.*—Under control of the Library Committee which divides the funds annually, about 60 per cent to "subjects," 40 per cent to General Library to be spent independent of subjects.

*Michigan.*—Allotment to Law and Engineering departments made by the Regents. To all other Departmental Libraries (in Literature, Science, and Arts) made by Library Committee of the Literary Faculty.

*Minnesota.*—The funds are divided among the departments of instruction with a general fund for the Central Library.

*Missouri.*—Under control of the Central Library funds are allotted each year. Secure also from the legislature every two years special appropriations for the Departmental Libraries. This appropriation is supplemented by an appropriation from the general maintenance fund.

*Nebraska.*—Funds not divided. The Librarian notifies a department when it has spent enough for a given year. This allows a wiser expenditure of funds, as departments order what they want and not in order to use up an unexpended balance. It allows flexibility, as a department is permitted to make heavy expenditures one year and light ones the following year.

*Northwestern.*—The General Library controls the funds. Music, Engineering, and in part Commerce have special funds under their control.

*Ohio.*—Book fund is divided by Library Council.

*Pennsylvania.*—Book fund under control of Faculty Library Committee.

*Princeton.*—Funds are divided by departments, not by Departmental Libraries, but books suited to Departmental Libraries are freely allowed to stand there if not of general interest. The division of funds is made by a Library Committee of the Faculty. A "Librarian's balance" for the specific purpose of providing general works, and other funds, are spent at the Librarian's discretion. Each year on the basis of a general percentage schedules are made up.

*Texas.*—Over half of the book funds are appropriated directly to the schools by the Board of Regents.

*Toronto.*—There is only one fund and that is controlled by the General Library Committee and appropriated by them to departments or subjects annually.

*Washington.*—Book fund is apportioned chiefly to departments.

*Yale.*—Under the control of the Central Library. A few Departmental Libraries have their own funds.

#### 4. Regulations governing withdrawal of books from General Library to departments and transfers from one department to another.

*Brown.*—Each case treated on its merits. The Library Committee controls.

*California.*—Outside of books bought on departmental appropriations, books from the Central Library may be deposited permanently or temporarily in a department, subject to recall.

*Clark.*—Arranged by Librarian in consultation with the department.

*Columbia.*—Permanent transfers and temporary transfers for more than one month may be arranged on approval of Librarian or Reference Librarian.

*Cornell.*—Arranged by the University Librarian in consultation with the department.

*Harvard.*—A moderate number of books may be deposited in, or loaned to, a Departmental or Special Library.

*Illinois.*—Arranged by the Librarian in consultation with the department. A serious case of disagreement would be referred to the Library Committee. Transfer of books from one department to another is also arranged by the Librarian in consultation with the department concerned.



*Indiana*.—The department which pays for the book controls its location. If bought on General Library funds, the consent of the Librarian is required for transfer.

*Iowa*.—Books are charged temporarily to the department which borrows them.

*Johns Hopkins*.—The Librarian controls withdrawal of books from General Library; the departments concerned arrange the transfer from one department to another.

*Leland Stanford Junior*.—The matter is adjusted by the University Librarian with the department concerned.

*McGill*.—A department may borrow a book from the General Library and retain it as long as it is actually being used, unless it is in the meantime applied for by another department or by an individual. When thus applied for, it is, as a rule, lent to the second applicant, and returned to the original user as soon as possible. In such cases, and in the rare cases in which the same book is urgently required by more than one person or department, the Librarian is the intermediary, and, as a rule, can arrange matters. No transfers can take place, under any circumstances, except through the General Library.

*Michigan*.—Arranged by conference with the Librarian. Difficult cases may be referred to the Library Committee.

*Minnesota*.—Arranged through conference by the Librarian and the department.

*Missouri*.—If two departments want the same work, it is usually shelved in the General Library.

*Nebraska*.—Transfer is arranged for by consultation between the Librarian and the department.

*Northwestern*.—Books are borrowed by one library from another without much trouble.

*Ohio*.—Arranged by the Library Council in consultation with the Librarian and the Head of the Department.

*Pennsylvania*.—A book is lent to a department on request, provided it is not needed in the General Library. There is no transfer from one department to another.

*Princeton*.—Arranged by mutual agreement on the theory that a book is to be located where it will be most used. Transfer of books from one department to another is rare, but happens occasionally, as between Chemistry, Physics, and Engineering. The general principle urged is for the Departmental Library to reduce its collections to the real working books.

*Texas*.—If a book is not used in the General Library and is wanted in a department, it may be lent to the department.

*Toronto*.—Departmental Libraries may borrow books from the General Library, provided they are not wanted by another Departmental Library or for general use. The books must, of course, be on subjects connected with the department concerned. Where two or more departments want the same book, they must agree as to which is to have it, or it must remain in the General Library. Any book in a Departmental Library may be recalled to the General Library at any time.

*Washington.*—Books may be placed in a branch library on the request of a department.

*Yale.*—Books are transferred to a Departmental Library for a definite period.

5. Are books in Departmental Libraries considered as a permanent deposit, or returned to the General Library at stated periods or when no longer used, and how is such transfer regulated?

*Brown.*—Books not of much use are returned, the department taking the initiative.

*California.*—Transfers are handled by the General Library with consent of department concerned.

*Clark.*—Little occasion for transfer, as departmental collections are strictly limited in number and consist of duplicates of books already in the Central Library.

*Columbia.*—See question 4. Control rests with the Central Library, but mutual agreement by Central Library and the department is always sought. Departmental Libraries consist:

a) Of duplicates specially needed for constant work in a given department.  
b) Of books temporarily drawn from the general collections for particular use during a limited time.

c) Of books so special and technical in character and at the same time in sufficiently frequent use to justify their permanent shelving in a Departmental Library. Books, however special or technical, that are used but rarely are shelved more economically and advantageously in the General Library than as part of a departmental collection.

*Cornell.*—Regulated by mutual agreement between the General Library and the department, with reference to the Library Council in case of doubt and difference of opinion. A considerable number of books, no longer in frequent use in departments, are returned to the General Library.

*Harvard.*—Books which are useless to Special Libraries are turned over to the General Library.

*Illinois.*—Some have collections considered permanent deposits. In other cases the book collections fluctuate, new books being received and old books returned to the General Library. Final control would rest with the Library Board.

*Indiana.*—In a few cases books are sent back to the Central Library. The department controls.

*Iowa.*—Usually the books in a Departmental Library are a permanent deposit. Ordinarily it is easy to secure a transfer of a book to the General Library. Mutual agreement governs.

*Johns Hopkins.*—No definite arrangement as yet, as the bulk of the Library is in the departments.

*Leland Stanford Junior.*—Books are regarded as loans to the department from the Central Library.

*McGill.*—Departmental collections usually regarded as permanent deposits. All Departmental Libraries, being small, are kept weeded as far as possible of all literature which is not *live* to the department. This is done by mutual



agreement between the Librarian and the departmental Head, subject in some cases to decision by the Library Committee that the departmental collection shall not exceed a certain number of volumes.

*Michigan.*—The contents of the Engineering Library are revised from time to time. This will have to be done later with other departments, the books weeded out being returned to the Central Library.

*Minnesota.*—All books purchased by the University are part of the University Library and are not considered as departmental property. Some of the departmental collections are more or less permanent deposits. The tendency is to change the collections, books being returned to the Central Library.

*Missouri.*—The matter is arranged by mutual consent between the General Library and the department. The plan is to bring to the latter all books seldom used in a department.

*Nebraska.*—Mostly considered as permanent deposits, in two instances temporary loans. Certain valuable sets are kept in the Central Library and the departments occasionally return books that are seldom used to the Central Library.

*Northwestern.*—Departmental collections are permanent deposits.

*Ohio.*—Collections generally permanent, a few temporary changes being made. Departments return books when crowded for room.

*Pennsylvania.*—Most of the departmental collections are permanent deposits; periodicals over twenty years are kept in the General Library; and from time to time some Departmental Libraries return books no longer needed.

*Princeton.*—Usually return to the General Library when they have presumably ceased to be of much use to the department. Such return is arranged by mutual agreement. We have some difficulty in case of special endowments, but even then the principle prevails of returning to stacks books not used. The fact is emphasized that the deposit is *not* permanent. Too frequent return of collections is not desired, as it proves too expensive to make changes. Departmental collections might be called "semi-permanent."

*Texas.*—This matter is usually arranged by mutual agreement between the General Library and the departments.

*Toronto.*—Temporary deposits. General Library comes to an understanding with the department as to the books to be returned to the General Library.

*Washington.*—For the most part, permanent deposits, if once placed in a branch library.

*Yale.*—Generally speaking, all books are returned annually.

6. Is a book recommended by a department paid for out of the allotment or book fund of that department, even though by subject it belongs in another department or the General Library?

*Brown.*—Charged against the department which orders, unless there is a special fund for the subject.

*California.*—Departmental funds can be spent as the department sees fit. The General Book Fund is not usually spent for duplicates.

*Clark.*—This case does not come up.

*Columbia.*—Is charged against the department which recommends the book.

*Cornell.*—Usually it is referred to the department teaching the subject dealt with in the book, and if that department recommends its purchase it is charged to that subject. If he does not recommend purchase, the person making the original recommendation may authorize its purchase from the allotment made to the subject he teaches, or (if a book which might fall in any one of two or three subjects) the Librarian might purchase it from the Discretionary Fund.

*Harvard.*—The Committee of the department to which the book naturally belongs approves its purchase, if bought on the funds of the College Library. Special and Departmental Libraries have and control their own funds.

*Illinois.*—The department which orders ordinarily pays for it out of its assignment.

*Indiana.*—The department which orders, pays.

*Iowa.*—The department which orders, pays, and the book is placed in the Departmental Library.

*Johns Hopkins.*—When a person requests a book out of his subject, one of two things is done: If within the scope of a special fund, the consent of the Head of such department is sought and the book is shelved accordingly. Otherwise the request is considered on its merits and if purchased on the budget appropriation the book will be classified and shelved according to its subject.

*Leland Stanford Junior.*—Charged to the department which orders.

*McGill.*—Ordinarily, the department which orders, pays; but the Librarian may decide, if the work is of interest to other departments also, to buy it from the general fund, or may arrange with a second department to share the cost.

*Michigan.*—Charged to the department which orders.

*Minnesota.*—Charged to the department which orders; but it does not necessarily mean that the book is located in that department.

*Missouri.*—The department ordering pays for the book, which is placed in the General Library.

*Nebraska.*—Charged against the department to which the book falls by reason of its subject-matter. The department charged is not consulted.

*Northwestern.*—The department which orders, pays.

*Ohio.*—The department which orders, pays.

*Pennsylvania.*—Books are paid for by the department to which the book would naturally belong, provided, of course, that the Head of that department is willing to pay for it out of his funds.

*Princeton.*—Department which orders generally pays, and in classification of the book that department is favored when practicable. But in general we classify by book, *not* by the ordering department. Each Departmental Library has, in fact, many books which fall outside of its main branch in the general classification. Where the ordering department does not pay it must secure the signed order from the department to which it is charged. Books of interest to several departments should be in the General Library.

*Texas.*—The department which orders, pays.

*Toronto.*—Usually charged against the allotment of the department to which the book belongs by subject. If the Head of that department objects, or the fund is exhausted, it may be charged against the allotment of the department which orders it.



*Washington*.—If purchased on a departmental fund and the department is served by a Branch Library, the book is placed in the branch.

*Yale*.—No allotments are made for the purchase of books in special departments. Some libraries may have special endowments.

7. Is a book bought on recommendation of a department placed in the library of that department, even though by its subject-matter it belongs more properly in another Departmental Library or in the Central Library?

*Brown*.—Usually placed in the library of the department which orders it. In case of conflicting demands, in the General Library.

*California*.—See the answer to question 6.

*Clark*.—This case does not come up.

*Columbia*.—Most books shelved in Central Library. Recommendation for purchase does not decide location of a book.

*Cornell*.—All books purchased from library funds are arranged and classified according to the subject of the book in the General Library and may be withdrawn for use in any department.

*Harvard*.—Almost all books bought by allotment from the General Library funds are placed in the General (or College) Library, not in the Special or Departmental Libraries.

*Illinois*.—If bought on assignment of department ordering, the book is usually placed in the Departmental Library.

*Indiana*.—Books are placed where they belong according to the classification, but upon request of the department are shifted to the Departmental Library.

*Iowa*.—A department ordinarily orders only books in its own field. If the Head Librarian deems it wiser to place the book in the Central Library, this is done and the department is notified.

*Johns Hopkins*.—The department which purchases the book or controls the fund on which it is purchased decides its location.

*Leland Stanford Junior*.—Only a small proportion of the books ordered by departments are placed in Departmental Libraries, but, as a rule, there is no serious objection to placing them there if requested.

*McGill*.—If of interest to several departments, the book is usually kept in the General Library. In especially urgent cases exceptions may be arranged for through duplication or loan.

*Michigan*.—In Departmental Library.

*Minnesota*.—No.

*Missouri*.—As a rule placed in General Library, unless wanted for class use in a department.

*Nebraska*.—No answer.

*Northwestern*.—Case has not come up.

*Ohio*.—In general, only books ordered by departments can be located in the Departmental Library.

*Pennsylvania*.—In departments. Occasionally the department allows the book to stand in the General Library.

*Princeton*.—See answer to Question 6. A department is supposed to buy departmental books and to recommend new departmental books, but when

necessary for continuous use the book may be placed in the Departmental Library whatever its theoretical classification; but if, e.g., a biological work on heredity is bought by Psychology, it is classified in Biology but *located* in Psychology. The Librarian has a veto, e.g., he would veto an ornithologist's proposal to purchase modern literary biographies on Ornithology account.

*Texas*.—Location decided by the department which pays.

*Toronto*.—Books not ordinarily placed in Departmental Library if of interest to another department. The development of the Departmental Library in that way is checked by the Library Committee of the General Library.

*Washington*.—Yes. This causes some duplication here, but not often.

*Yale*.—See question 6.

8. Is it permitted to place different editions of the same book, different books on exactly the same subject, or the same phase of the same subject, in different departments? Similarly, are different volumes of the same work, e.g., a periodical or the proceedings of some learned society, separated and placed in different departments?

*Brown*.—Different editions and books on the same subject, or the same phase of the same subject, are occasionally separated; not, however, periodicals and reports of learned societies.

*California*.—Such separation may be allowed, but only for limited periods when books of the Central Library are affected.

*Clark*.—No.

*Columbia*.—Temporarily, yes.

*Cornell*.—Different editions of the same book may be drawn out for deposit in different departments or laboratories, as may also single volumes of periodicals, etc., but in the case of periodicals a definite time limit is usually set for the return of the volumes.

*Harvard*.—This question does not ordinarily come up.

*Illinois*.—Different copies of the same book are frequently separated, but this is not done with periodicals.

*Indiana*.—Different editions of the same book and books on the same subject, yes, but periodicals or continuations of interest to several departments are kept in the Central Library.

*Iowa*.—There is some duplication, e.g., in Physics and Chemistry, Education and Psychology, but periodicals are not separated.

*Johns Hopkins*.—No, very seldom.

*Leland Stanford Junior*.—Some duplication of copies is allowed.

*McGill*.—To the first section, yes, especially in case of several copies, but if we have only one copy and that is of interest to several departments, the place for that book is in the General Library; to the second, we have never divided volumes of a periodical or other set in the manner suggested, except that occasionally the last five volumes may be kept in a department.

*Michigan*.—To the first section, yes; to the second, no.

*Minnesota*.—To first, in a very few cases, yes; to second, never.

*Missouri*.—To first section, allowed to a limited extent; to second, no.

*Nebraska*.—To first section, yes, occasionally; to second, no.



*Northwestern.*—The case does not come up because of the well-defined fields of the three Departmental Libraries.

*Ohio.*—To the first section, yes; to the second, no.

*Pennsylvania.*—To the first section, yes; to the second, no.

*Princeton.*—To the first part, yes; to the second, no.

*Texas.*—In practice there is comparatively little scattering of material; that tendency increases, however, as the number of our schools increases. We do not allow the breaking of files of magazines, etc. Sets are kept intact.

*Toronto.*—If sufficient reason for duplication is shown, such separation may be allowed, but in case of a periodical or other set the separation must be only for a brief period.

*Washington.*—To the first section, yes; to the second, only as a temporary loan.

*Yale.*—The case does not arise.

#### 9. How is the size of Departmental Libraries regulated?

*Brown.*—By space and funds available. In principle we prefer to keep down the size.

*California.*—Regulated by space and funds available. Small collections, as a rule.

*Clark.*—Limit is 200 volumes.

*Columbia.*—It rests with the General Library, but practically space and funds determine.

*Cornell.*—There is no arbitrary limit. The general policy has been to restrict these collections to books in constant use and, so far as possible, to those which can be easily replaced in case of loss. It has been suggested that some means should be adopted of limiting the collections to such books and duplicates.

*Harvard.*—The Departmental and Special Libraries regulate these matters with respect to their own libraries.

*Illinois.*—Regulated by space and funds available.

*Indiana.*—Regulated by Board of Trustees and recommendation of departments.

*Iowa.*—There is no limit, but space is beginning to limit the size.

*Johns Hopkins.*—No definite limit set.

*Leland Stanford Junior.*—No arbitrary limit has been fixed. The general tendency is to keep them to the smallest possible size consistent with the requirements of the respective departments. General Library regarded as main storehouse.

*McGill.*—No regulation other than the general provision that all Departmental Libraries shall be restricted to working books.

*Michigan.*—Determined by space and funds.

*Minnesota.*—No arbitrary limit has been set to the size of the Departmental Library.

*Missouri.*—Decision rests with the Librarian and the President.

*Nebraska.*—So far limited by space.

*Northwestern.*—Size limited by funds available.

*Ohio.*—No limit.

*Pennsylvania.*—No limit.

*Princeton*.—Limited by space and funds. The General Library theoretically has complete control, but practically rarely comes in conflict. Space conditions furnish sufficient check.

*Texas*.—No limit. Space will ultimately decide.

*Toronto*.—Size is regulated by the Library Committee of the General Library. Books not urgently required are usually returned to the General Library by agreement.

*Washington*.—Regulated by space and funds available.

*Yale*.—The question does not arise under the Yale system.

10. How far are students of one department, particularly undergraduates, allowed to consult the library of another department?

*Brown*.—No distinction made. Free access to all.

*California*.—Theoretically the use is not restricted, though some are difficult of access, not having the same hours as other libraries.

*Clark*.—Accessible mainly to graduate students.

*Columbia*.—All matriculated students in good standing have free access to all libraries.

*Cornell*.—Access free to all members of the University upon application to the department concerned. This, of course, applies to undergraduates, and if found that any undergraduate was not allowed to consult the books in any Departmental Library should consider it a duty to recall the books wanted to the General Library.

*Harvard*.—Cards of introduction to Departmental Libraries are issued by the College Librarian. Some Special Libraries are open only to key-holders, others to students presenting cards, others freely to all.

*Illinois*.—Free access to all students.

*Indiana*.—Theoretically, there is free access. In practice we find it rather difficult to enforce the rule.

*Iowa*.—Free access to all members of the University.

*Johns Hopkins*.—Free access.

*Leland Stanford Junior*.—Free access.

*McGill*.—A card from the Librarian will admit anyone to a departmental collection. An undergraduate would first obtain the recommendation of a professor.

*Michigan*.—Free access.

*Minnesota*.—Free access.

*Missouri*.—Free access.

*Nebraska*.—Free access.

*Northwestern*.—Free access.

*Ohio*.—Students are supposed to go the "rounds," getting their books in the various departments, although the practice calls forth some "expressions of feeling" on the part of both students and professors.

*Pennsylvania*.—Free access to all, except that Seminar Libraries are open only to graduate students, but of any department.

*Princeton*.—Departmental Libraries generally open freely, but Seminar Libraries freely only to graduate students, not so freely to undergraduates.



*Texas*.—Free access to all students, but the average students resent going to several departments for their books.

*Toronto*.—Access may be obtained by arrangement with the department concerned.

*Washington*.—Access free to all students.

*Yale*.—Libraries are open to members of any department, subject to reasonable regulations.

11. Are books in Departmental Libraries represented in the catalogues of the Central Library, and if so, how far, e.g., in the author catalogue, subject catalogue, shelf-lists?

*Brown*.—Yes, in all catalogues.

*California*.—Yes, in all catalogues, as far as the books have been recatalogued. If the book is a duplicate of one in the Central Library, it is noted only in the author catalogue.

*Clark*.—Yes, in all catalogues.

*Columbia*.—In all the catalogues, except in the case of Law and Education.

*Cornell*.—In all catalogues.

*Harvard*.—Books in Departmental Libraries are not in the Public Catalogue, but in the Official or Union Catalogue. Books in the Special Libraries are in both catalogues.

*Illinois*.—In all catalogues.

*Indiana*.—In all catalogues.

*Iowa*.—In all catalogues.

*Johns Hopkins*.—In all catalogues.

*Leland Stanford Junior*.—In all catalogues.

*McGill*.—In all catalogues.

*Michigan*.—With the exception of the Law Library, books are represented in all catalogues.

*Minnesota*.—As soon as they have been catalogued they will be represented on all the records.

*Missouri*.—Books are completely catalogued in the General Library catalogue.

*Nebraska*.—In all catalogues, except the early accessions, which, it is hoped, will be included later on.

*Northwestern*.—In all catalogues.

*Ohio*.—In all catalogues.

*Pennsylvania*.—In all catalogues.

*Princeton*.—Represented in all the catalogues of the General Library. The deficiency is in the Departmental Library catalogues, which are not as yet in all cases supplied with duplicate catalogues.

*Texas*.—In all catalogues except that of books in the Law Library, only those of general interest are included.

*Toronto*.—In all catalogues.

*Washington*.—In all catalogues.

*Yale*.—In all catalogues, eventually.

12. Are the books classified on a uniform system and does that system conform to the one adopted for the General Library?

*Brown.*—Same system.

*California.*—Same system.

*Clark.*—Same system.

*Columbia.*—Same system.

*Cornell.*—Same system.

*Harvard.*—No.

*Illinois.*—Same system.

*Indiana.*—Same system.

*Iowa.*—Same system, except that departments may depart from the order in shelving the books.

*Johns Hopkins.*—Same system.

*Leland Stanford Junior.*—Same system.

*McGill.*—Same system.

*Michigan.*—Same system.

*Minnesota.*—Same system.

*Missouri.*—Same system.

*Nebraska.*—Same system.

*Northwestern.*—Same system.

*Ohio.*—Same system.

*Pennsylvania.*—Same system.

*Princeton.*—Arranged on the same system.

*Texas.*—Same system.

*Toronto.*—On same system, but departments arrange the books as they wish.

*Washington.*—Same system.

*Yale.*—Ultimately to be on the same system.

13. Are Departmental Libraries officered by regular trained assistants or by student help?

*Brown.*—Student help for the most part.

*California.*—By the stenographer and secretary of the Head of the department.

*Columbia.*—Trained assistants, but students for evening work.

*Cornell.*—Some by regular trained assistants, some (laboratory collections especially) under immediate supervision of the professor's stenographer.

*Harvard.*—Much variety in this respect.

*Illinois.*—Trained assistants mostly in charge.

*Indiana.*—All student help.

*Iowa.*—Student help.

*Johns Hopkins.*—Student help in two libraries, regular attendants in five.

*Leland Stanford Junior.*—As a rule, some member of the department takes charge, sometimes the departmental Head, occasionally a regular assistant.

*McGill.*—Generally under charge of a demonstrator or instructor, with some instruction from the General Library.

*Michigan.*—Trained assistants with student help.



*Minnesota*.—Regular members of the staff when there is supervision, otherwise officered by departments.

*Missouri*.—The larger libraries, by trained assistants responsible directly to the Head Librarian; laboratory collections in care of departments.

*Nebraska*.—Four libraries in charge of regular trained assistants; others in charge of graduate students assigned by the departments.

*Northwestern*.—Not in charge of trained assistants.

*Ohio*.—In charge of fellows, assistants, and students.

*Pennsylvania*.—Trained assistants in some Departmental Libraries, their number gradually to be increased.

*Princeton*.—Trained assistants in two cases; in others administered by members of the department; rarely by student help. All books are ordered, classified, catalogued, and shelved by the General Library, also census and supervision of shelves, etc., is attended to by the General Library.

*Texas*.—Four Departmental Libraries in charge of women trained at the General Library.

*Toronto*.—Each department engages and pays its own library assistants. Probably none are trained.

*Washington*.—Student help now; expect to use trained help later.

*Yale*.—By both regular assistants and student help, as the case may be.

#### SUMMARY OF ANSWERS

1. Of 24 libraries responding, the great majority hold the bulk of their books in the General Library, only small, selected collections being kept in departments. In addition to the University of Chicago, Johns Hopkins, Illinois, Indiana, and Texas seem to have the major part of their book resources in Departmental Libraries. While Columbia and Harvard house in Departmental or Professional Libraries 200,000 and 350,000 volumes, respectively, more than two-thirds of their collections remain in the General Library.

2. In the majority of libraries the assignment of books to Departmental Libraries is under control of the Librarian, working in connection with the Library Committee or Library Council. Some libraries report that the matter is controlled by the University Librarian or the General Library.

3. The division and allotment of book funds is usually under central control—in most cases, of a Library Committee of which the Librarian may be the Chairman or the Secretary. The funds are allotted by subjects rather than by departments. In some universities, e.g., Iowa and Nebraska, there is no division either by subjects or by departments, the understanding being that each department submits orders for all books wanted, purchases being made as far as the funds permit, care always being taken that the expenditure for any one department does not reach an unreasonable amount. In addition to Chicago, Indiana and Texas seem to be the universities in which distribution by departments is still favored.

4. Withdrawal of books from General Library for use of departments and transfers from one department to another are usually arranged by the Librarian in consultation with the department concerned, the Library Committee being called upon to settle difficult cases.

5. Books are usually returned to the General Library when not much used, the matter being arranged by the Librarian in consultation with the department. There seems to be no definite rule as to the time for return of books lent to departments. Presumably, if not called for by other departments or individuals, they are allowed to remain in the Departmental Library for an indefinite period. In a few instances books are returned to the General Library once a year.

6. The cost of a book is usually charged against the department which orders it or against the subject covered by the book unless there is a special fund for the subject or department. Most answers indicate that the department which orders, pays, provided always that there is a departmental book fund.

7. The fact that a book is purchased on recommendation of a department and paid for out of its appropriation does not in a majority of libraries decide the location of the book. Such books are, when of general interest, usually shelved in the General Library.

8. Different editions of the same book and different books on exactly the same subject or the same phase of the same subject are usually kept together in one library, exceptions being few and the separation in those cases usually temporary. Sets of the same periodical or of the proceedings and transactions of the same society are not separated.

9. Space and funds available usually determine the size of the Departmental Library. In one case the limit is reported as 200 volumes; in others there is a general regulation that the collections in Departmental Libraries shall be limited strictly to working books; in still others the size is regulated by the Library Committee, the Librarian, and the President.

10. Access to Departmental Libraries is usually free to all students without distinction. In some cases, it is granted only to graduate students; in others, to graduate students of the department and to all members of the Faculty. In some cases the Librarian issues cards to individuals; again, the matter may be arranged with the department concerned.

11-12. The aim is in general to have all books in Departmental Libraries represented in all catalogues of the General Library and to have a uniform system of classification for all libraries.

13. The largest and most important Departmental Libraries have for the most part trained assistants. The others are looked after by members of the Faculty, the secretary of the Head of the department, or by student help, as the case may be.

From the foregoing it appears that:

a) Assignment of books to Departmental Libraries is under the charge of the Librarian at Clark, Columbia, Cornell, Harvard, Illinois (for the most part), Iowa, Leland Stanford Junior, Missouri, Northwestern, Nebraska, Pennsylvania, Princeton, Washington, and Yale.

It is under departments at Indiana and Texas (in part).

It is arranged by a General Library Committee working with the Librarian at Brown, California, Johns Hopkins, McGill, Michigan, Minnesota, and Ohio.

b) Book funds are apportioned by subjects, not by departments, at Brown, Columbia, Cornell, Harvard, Johns Hopkins, Leland Stanford Junior, McGill, Michigan, Missouri, Ohio, Pennsylvania, Princeton, and Toronto.



Book funds are not apportioned to departments, but assigned to the General Library, which usually keeps a record of the expenditures for books in any particular subject at Clark, Iowa, Nebraska, Northwestern (with the exception of one or two departments), and Yale.

Book funds are apportioned to departments at California (in part, the larger share being assigned to the General Library), Indiana, Minnesota (with large assignment to the General Library), Texas (little over one-half to departments, rest to General Library), and Washington (larger part to departments).

c) The allotment of books to Departmental Libraries as permanent deposits or their return to the General Library at stated periods is usually regulated by mutual agreement between the Librarian, or in some cases the Library Committee, and the department.

The libraries in which the General Library seems to have more control over the matter than in most institutions are Cornell, Leland Stanford Junior, Michigan, McGill, and Yale.

d) To the question, Does the department which orders a book pay for it when by subject-matter it belongs to another department or the General Library? the majority of libraries answer that the department which orders, pays. This, however, does not necessarily mean that the book is placed in that department. Missouri, for instance, places the book in the General Library; McGill and Cornell may buy it from general or discretionary funds, or arrange with a second department to share the cost; Pennsylvania and Toronto charge the cost against the department to which the book naturally belongs, provided always that the Head of that department is willing to pay; at Princeton the department which pays is usually favored in the classification of the book when that is possible.

e) As regards the location of a book bought on recommendation of a department when by its subject-matter it belongs more properly in another Departmental Library or the Central Library, the department which orders usually receives the book. At Brown and Illinois the book may, in case of conflict, be placed in the General Library. The General Library is also given preference in such cases at Columbia, Cornell, Harvard, Indiana, Iowa, Leland Stanford Junior, McGill, Minnesota, Missouri, Toronto, and Yale. At Indiana, however, the department may request the transfer of the book.

The Library which orders is given preference at Johns Hopkins, Ohio, Pennsylvania, and Texas.

#### CONCLUSION AND SUMMARY

The information contained in the foregoing answers constituted the basis for further consideration and study by the Subcommittee. A report was prepared and submitted to the Director of the Libraries, and later to the full Committee at two successive meetings in May and June, 1915.

Unfortunately, Mr. Parker, who represented the School of Education, was prevented from further participation in the work of the Committee. A letter from him dated June 3, 1915, to Dr. Burton, of which a part is quoted here, indicates sufficiently, however, his attitude, as well as that of Mr. Judd, with reference to some of the most important principles involved.

In view of the fact that we [Mr. Judd and Mr. Parker] are strongly in favor of the general type of organization described in the report of the Subcommittee, I am submitting the following statement of the way in which we are now co-operating with the General Library and the Psychological Library, particularly in the conduct of our graduate work.

Graduate work in the Department of Education was not organized upon any extensive scale in the University until 1909. Since that date the Department has grown to the point where it is now the third largest graduate department in the University.

This very rapid growth of a new graduate department presented very serious problems in connection with library facilities. The question early arose whether we should (a) launch out upon the development of new collections, or (b) endeavor to profit as much as possible by the facilities already available, and to plan to co-operate with other related departments in the development of further facilities. We decided to adopt the latter alternative.

In connection with the History Department we secured the services of Mr. Jernegan, who is not only an expert bibliographer, but has made a special study of the history of English and American educational institutions, a phase of historical educational investigation which we were particularly interested in encouraging. By this happy co-operative arrangement with the History Department we have had brought to the services of our graduate students, not only the aid of an expert in historical technique, but also the use of the large amount of documentary material and other books in the History and Law collections which are important sources in the conduct of historical, educational researches. The duplication of these collections in a separate library of the Department of Education would have consumed years of time and have delayed the development of our graduate work accordingly. It is not necessary to elaborate further the many happy consequences of this experiment, but it seems to me it contains a number of useful suggestions for similar co-operative endeavor in the case of other related departments, particularly those related to the social sciences.

In connection with our work in Educational Psychology, we secured the hearty co-operation of Professors Angell and Carr and arranged for our advanced students to use the collections in the Psychological Library for most of their bibliographical work. The results of this co-operation have been just as fortunate as in the case of the co-operation with the History Department.

The general reading-room for college students in Blaine Hall has been regarded, since the fall of 1912, as a branch of the General Library, just as some of the smaller public libraries scattered throughout the city system would be regarded as branches of the general City Library. This branch contains a small collection of books which are in relatively permanent use by the students in the College of Education, plus such additional books as may be transferred there temporarily for short periods from the General Library. In addition to this reading-room, there is a reading-room for high-school students which contains small collections of books in all high-school subjects.

While it may not be possible for all departments to effect such profitable co-operative relations as those described above, it seems to us that the general efficiency of the library situation on the whole campus would be greatly increased by the adoption of the fundamental principles upon which this type of co-operative endeavor has been based.

The first proposals of the Subcommittee, after it had completed its study of the material and evidence at hand, had contemplated rather sweeping changes in some of the existing rules and practices, the most important, perhaps, being distribution of book funds by subjects rather than by departments, and the assignment of books of general character to the General Library, even when ordered by a department, the Departmental Library concerned being in all such cases entitled to borrow the book for an indefinite period. However, the opinion of the full Committee that such measures might prove too radical, and that for the



present, at least, sudden changes in long-established practice might better be avoided, finally prevailed.

Accordingly, in June, 1915, at a final meeting of the Committee, the following general principles and specific recommendations were adopted, the order and form here given being that in which they were finally embodied in the Rules and Regulations of the University Libraries:

5. The Libraries of the University include:

- a) The General Library;
- b) The Departmental Libraries;
- c) The House Libraries.

They constitute the University Libraries under the general administration of the Director.

6. a) The Departmental Libraries severally contain books specially needed in connection with the work of investigation and instruction of a particular department, group of departments, school, or college of the University. In case of difference of opinion the field of each Departmental Library is defined by the Library Board. Libraries which require books outside their special field use the General Library or other Departmental Libraries and do not attempt the development of a General Library. The collections of such libraries are confined to the subjects determined upon, and such reference books as are needed frequently enough to warrant their duplication. Any Departmental Library may borrow books from the General Library and from other Departmental Libraries as needed.

14. All books in all libraries of the University are the property of the University and belong to the University Libraries. Books acquired by gift or exchange are assigned by the Director to the General Library or to a Departmental Library, subject in the case of gifts to the conditions under which they have been accepted from the donor. Appeal may be made from the decision of the Director to the Board of Libraries.

15. a) All books belonging to the libraries are as far as practicable located where they are likely to be of most service, whether in the General Library or in a Departmental Library.

b) Books of interest to several Departments, by whatever Department recommended or to whatever account charged, are assigned by the Director to the General Library, or other library, in which it is judged that they will be of the greatest service. The Department that has recommended the purchase is notified of the location of the book, provided it is assigned to another library. When catalogued, a printed or multigraphed card is supplied for the library of the Department which has recommended the purchase. In no case of such diversion of a new book to a library other than the one from which the order came, is the cost of the book charged against the appropriation of the Department originally ordering it, unless by agreement of that Department.

c) The first or only set of a given periodical, or of the reports, proceedings, or transactions of a society, institution, or government office, is not in general divided between libraries, but after consultation with the libraries concerned assigned as a whole to that library in which it is judged it will be of the greatest service. In cases in which broken sets already exist, the Director has authority to locate them in the General Library or other library in which they are likely to be of the greatest service. Appeal from the Director's decision may be made to the Board of Libraries.

d) Duplicates may be located in different libraries according to need. Different editions of the same book, different lives of the same individual, etc., are as far as possible shelved together. Only in special cases to be decided by the Director may lives of the same person or different editions of the same book be separated.

e) Books no longer needed in a Departmental Library are returned to the General Library.

f) Books are temporarily transferred from one library to another on agreement of the representatives of the libraries immediately concerned, and approval by the Director, and charged as in the case of other loans.

To most librarians the foregoing resolutions may seem merely to confirm principles of library practice already well established and long accepted by the best authorities; that, in other words, the results of the Committee's labors are out of all proportion to the time and labor expended, and merely serve as an additional illustration of the words of Horace, "*Parturiunt montes nascetur ridiculus mus.*"

When, however, the situation confronting the Committee in 1914 is considered, it will readily be seen that the principles and rules adopted represent in this particular instance a distinct step in advance. This has also been borne out by later developments, particularly in the regulation of routine affecting books of general character ordered by departments.

Such books are now, with few exceptions, classified and catalogued as part of the General Library, and charged to the department which has placed the order, thus obviating laborious and expensive changes in cataloguing records required under the old order.

In the case of the Department of Geography it has been judged necessary for special reasons to permit a less strict application of the general practice than in the case of other departments. Including, as it does, Historical, Commercial, and Military Geography, Economic Resources, and kindred subjects, its library overlaps and parallels in a measure that of History, Political Economy, Political Science, Sociology, Commerce and Administration, and to a less extent also Biology in the Scientific Group. For this reason it has seemed necessary to assign to this Library books outside its field, strictly defined, somewhat more freely than in the case of most of the other Departmental Libraries. Should close physical connection between the Geography Library and that of the Historical Group and the General Library in Harper some day prove possible, one of the most serious of the remaining obstacles to harmonious and unified development of book collections, at any rate for the Humanities, will have been finally removed.

In conclusion, the Committee wishes to express its gratitude for the assistance received from the many librarians who not only answered the list of questions addressed to them but in other ways furnished information of great value, particularly to the editor and the other members of the Subcommittee to whom the task of studying the material thus collected had been specially assigned.



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